

DEPARTMENT OF TRANSPORTATION
CHIEF FISCAL OFFICER
FISCAL SECTION
PROGRAM DEVELOPMENT BRANCH
FEASIBILITY STUDIES UNIT

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

FEASIBILITY STUDIES UNIT

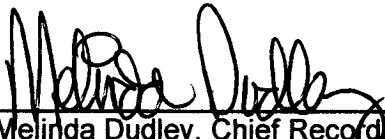
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**


The

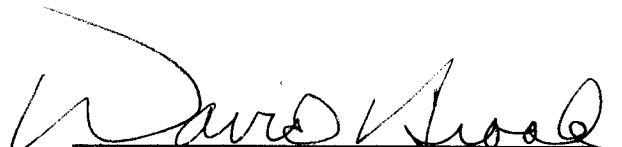
FEASIBILITY STUDIES UNIT

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

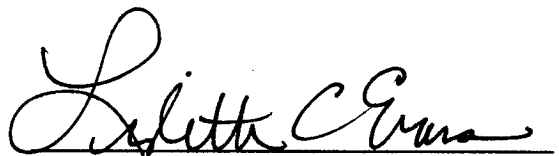

Melinda Dudley, Chief Records Officer
Department of Transportation


Mark L. Foster
Chief Financial Officer


David Brook, Director
Division of Historical Resources

APPROVED


Lyndo Tippet, Secretary
Department of Transportation


Lisbeth C. Evans, Secretary
Department of Cultural Resources

**Department of Transportation
Division of Highways
Director-Planning and Programming
Program Development Branch
Feasibility Studies Unit**

Item 47454. FEASIBILITY STUDIES SPECIAL PROJECT FILE. Records in paper and electronic formats concerning special feasibility studies conducted by the unit. File includes cost estimates, preliminary designs, drawings, traffic projections, capacity analysis results, correspondence, and other related records. Data is entered into Projects Database (Electronic) File (Item 47458) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 10 years.

Item 47455. PRIVATE ENGINEERING FIRMS PRE-QUALIFICATION FILE. Records concerning pre-qualification packages from private engineering firms (PEF's) interested in performing engineering studies for the unit. File includes pre-qualification packages, correspondence, and other related records. Data is entered into the Private Engineering Firms Pre-Qualification Database (Electronic) File (Item 47456) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 47456. PRIVATE ENGINEERING FIRMS PRE-QUALIFICATION DATABASE (ELECTRONIC) FILE. Electronic records concerning requests from private engineering firms to perform engineering studies for the unit. Electronic file includes contract information, determination of qualifications, correspondence, and other related data. Data is entered into this database from Private Engineering Firms Pre-Qualification File (Item 47455). (File maintenance and backup procedures conducted by Information Technology Center.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 2 years.

**Department of Transportation
Division of Highways
Director-Planning and Programming
Program Development Branch
Feasibility Studies Unit**

Item 47457. PROJECTS FILE. Records in paper and electronic formats concerning unit's recommendations on candidate Transportation Improvement Program (TIP) projects requested by the public, local governments, and/or Board of Transportation. File includes traffic projections, capacity analysis results, cost estimates, preliminary designs, signed copies of final feasibility study reports, correspondence, and other related records. Data is entered into Projects File Database (Electronic) File (Item 47458) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when project is approved for construction. Destroy in office non-approved projects when administrative value ends.

Item 47458. PROJECTS DATABASE (ELECTRONIC) FILE. Electronic records concerning candidate Transportation Improvement Program (TIP) projects assigned to the unit. Electronic file includes names of assigned personnel, project dates, notes, and other related data tracked during feasibility study process. Data is entered into this database from Projects File (Item 47457) and Feasibility Studies Special Project File (Item 47454). (File maintenance and backup procedures conducted by Information Technology Center.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 15 years.